

Zip Cloud Sync Folder

Sync Folder Introduction

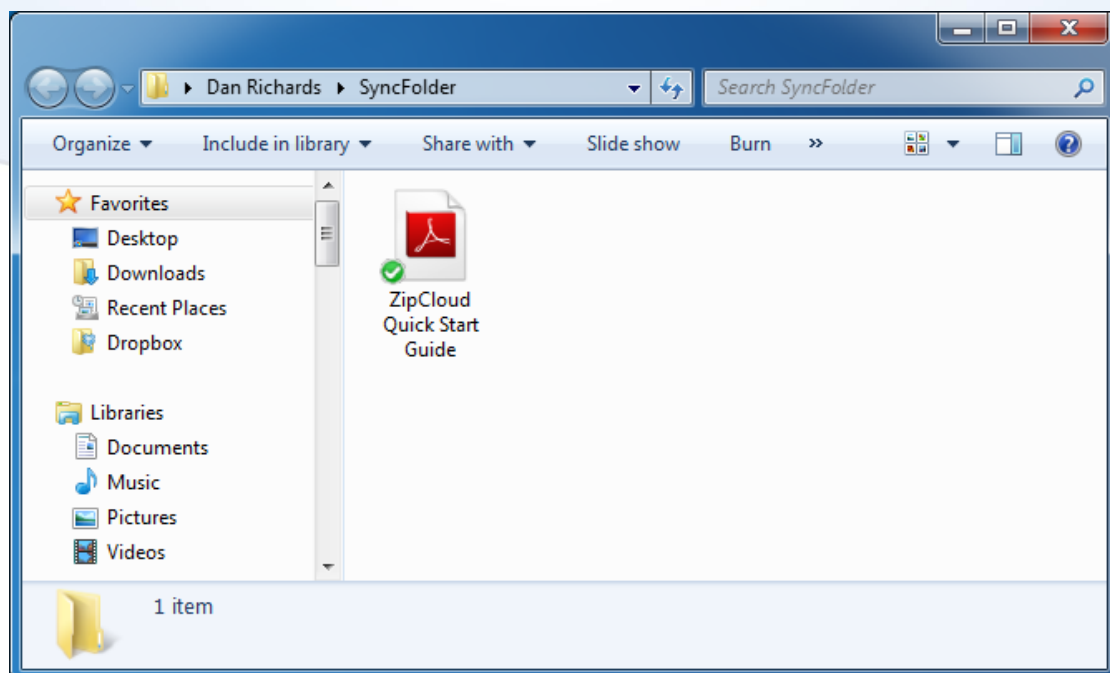
Installing Zip Cloud on your computer also installs the Zip Cloud Sync Folder, the most convenient way to access your files from multiple devices. The Sync Folder is like any other folder on your computer, only it allows you to sync files to other computers.

The Sync folder supplies you with 1GB of space to synchronise files with, if that is not enough, we offer additional add-ons to give you more if need be.

Here we give you a quick rundown of how it works, what it can do, and what benefits it may have to you. - To open the Sync folder, simply double click on the Sync folder icon on your desktop.



This will open the sync folder and its default contents. When you first open the folder you will see that this document will already be in the folder for you.

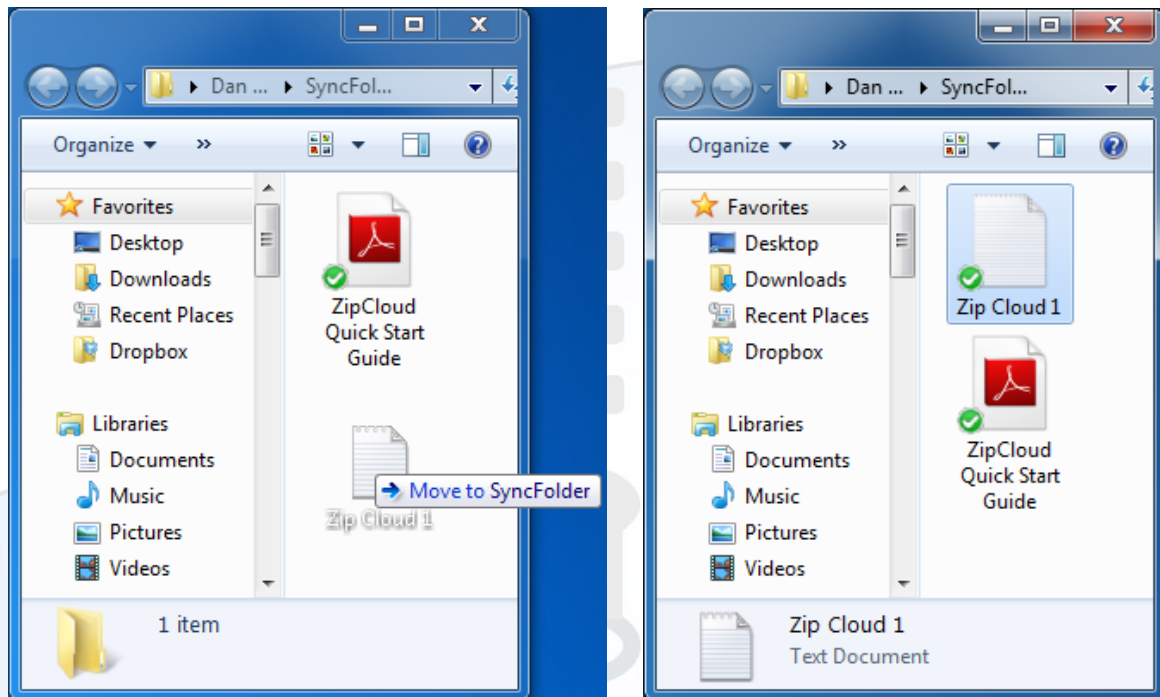


You now have the option to keep the file in there for future reference or choose to delete it.
(This document can be accessed again from the online control panel if needed in the future)

Adding Files to the Sync Folder

To add files or whole folders into the sync folder really could not be simpler. It can be done one of two ways.

By opening the folder and dragging a file into the sync folder, it will automatically save a version of that file in the folder and keep the original where it is – Once it has completed saving a copy of the file, you will see a green tick appear on the icon showing that it has been successful. – (Shown below)

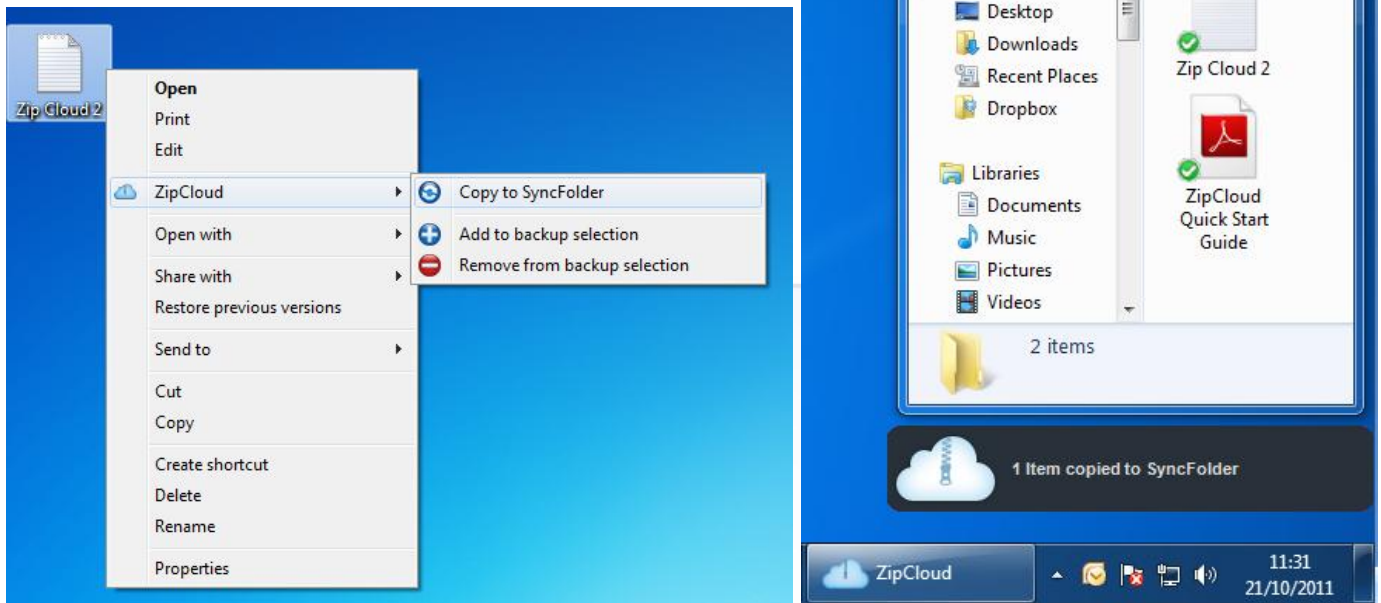


This icon will show when a file is in the process of being synced



This icon will show when a file is successfully synced

Another way to add an individual file or folder to the sync file is by using your mouse to select the “Add to sync folder option” – Once completed, you will see in the bottom right hand corner of your screen “1 item added to the sync folder” to confirm – The item will now appear in the folder with a green tick to show it was successful.



You can now add up to 1GB of files into the sync folder to be able to access them anywhere in the world.

How Do I Access my Files From Another Computer?

Now that you have files in the sync folder, you can now access them from another computer.

The most common way to do this is to log in to your online account with Zip Cloud from the new computer.

Simply visit www.zipcloud.com/login – and log in using the username and password you have.

This will take you to your online dash board, and from here it will give you an overview of your account, as well as a rundown of your backed up files as well your “synced” files also – By clicking on sync folder details or synced files, you will now be able to see the file/files you have synced.

zip cloud

Welcome to your account

Dashboard

- View My Backed Up Files
- View My Sync Folder**
- Event Log
- My Account
- Get Free Storage Space
- Download ZipCloud
- Upgrade

Your Computers

Computer Name	Last Backup	Backup Status	Computer Status
DANRICHARDS-PC	14:04 CDT	Completed	Online View My Backed Up Files

Account Backup Details

- Available Space : 15 MB
- Space Used : 0 Bytes
- Backed Up Files : 0
- Backed Up Folders : 26

SyncFolder Details

- Synced Computers : 1
- Available Space : 15 MB
- Sync Space Used : 639 Bytes
- Synced Files : 3
- Synced Folders : 0

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Browse Your Sync Folders and Files Below

Files (3) Folders (0)			
	Zip Cloud 1.txt	1.14 KB	22 mins ago
	Zip Cloud 2.txt	0 Bytes	12 mins ago
	ZipCloud Quick Start Guide.pdf	445.38 KB	17 hours ago

Now that you can see the document, you are now able to access it by simply clicking on to it and selecting either “open” or “save” – By opening it, you are able to edit the document and save it on your new device, alternatively, you can save it directly to the desktop once selected.

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